

**TABERNACLE OF ZION
FACILITY USE REQUEST FORM**

Please return completed form to the church office at least one week prior, but as far in advance of the date of your event as possible to ensure proper scheduling.

Ministry, Group or Individual requesting use: _____

Type of Service/Event:

- Service
- Wedding
- Meeting
- Other _____

Date of Request: _____

Contact Person: _____ Phone #: _____

Email Address: _____

Date(s) Requested: _____ If recurring - Start date: _____ End date: _____

Time: Begin: _____ End: _____

Ministry Leader(s), member(s) or regular attender(s) who will be present:

- I have access to the building (Key).
- I will need access to the building.

Facilities needed (please check all rooms/areas you plan to use):

- Multi-purpose Room
- Sanctuary
- Kitchen
- Parking Area
- Vestibule/Foyer
- The Loft* (Requires Pastoral Approval)

Equipment needed:

- TV/DVD/Projector/Screens
- Podium
- Tables: Qty.: _____
- Chairs: Qty.: _____
- PowerPoint
- Sound System* (Securing the services of our Sound Techs is the responsibility of the Requestor. Please contact the Media Ministry if you require A/V Assistance.)

Please explain activity to be held:

Estimated number of people attending: _____

The person/organization requesting the use of Church facilities hereby absolves the church, its Pastors, leadership, members, or people of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that is a result of the use of the facilities. Please report any damage to the church office promptly.

The group or individual using the facility is responsible for set up, clean up, and return to normal set up of the facility. (See “Responsibilities after Building Use & Kitchen Etiquette” – Attached)

Signature of Responsible Party

Date

Responsibilities after Building Use

Please note that it is the responsibility of the group or individual using the facility to set up, clean up and return the facility to normal setup after the approved event or activity.

1. Collect all garbage into bags and take it out to the dumpster located on the exterior of the Church.
2. Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution. If stains occur please notify office so correct cleaning solutions can be used to remove stains.
3. Return all tables, chairs, easels, and other equipment to their proper places after your event. Return all rooms used to their normal set up.
4. If using the kitchen, please wash and dry all dishes used and return them to the correct cupboard. Take all extra food and beverage with you unless specific plans for storage/usage has been made. Wipe counters and leave kitchen clean and ready for the next use.
5. Sweep floors and mop as needed. Report any damage to equipment or property promptly to the office.
6. Remove any items put up on the walls or set out in connection with your event. Please do not use tape to secure anything to the walls.
7. If the building is not in use when finished, please check that all doors are locked, windows are closed, and lights are off. Then lock up. (Set the alarm if you are the last person leaving.)
8. A broom, a dustpan, etc. are located in the kitchen. Please return these to the kitchen when you are done using them. Used towels and dish cloths can be left in the kitchen, for proper laundering.
9. Please check that the restrooms are left in the best possible condition for our Custodial Staff's more thorough cleaning and sanitation.

KITCHEN ETIQUETTE

1. Check with church office for availability of date desired.
2. There could be more than one activity that uses the kitchen in the same week. Therefore, we request that you check with the church office before you bring your supplies to the kitchen. (If you buy things prior to your event, please make

arrangements for proper storage or refrigeration of those items. Space may not be available in The Church.

3. Please return items to designated cupboards.

4. Please take home all food and beverage items. We have limited space to store these items in our refrigerators.

5. Clean-up: Please wash all dishes, put them away, wipe counter tops and stove, clean sink and sweep floor if needed. Leave used dish cloths and towels on the sink. They will be picked up and laundered.

Thank You for your co-operation. This will allow us to better serve the needs of everyone who uses the kitchen. If you have any questions, you may contact the Fellowship Ministry or the Church Office.

For office use only:

Scheduled by: _____ **Date:** _____

CC:
____ (Custodian) ____ (Office) ____ (Building) ____ (Ministry Coordinator) ____ (Other)